

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 3-33 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-08-010	Contract Period 12/16/2008 To 11/30/2012 Base                      Option Period Number    3	Title of Work Assignment/SF Site Name Mtg Support for HSRB Meetings								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW 2.4								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 12/01/2011 To 11/30/2012								
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
12/16/2008 To 11/30/2012										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name Lu-Ann Kleibacker						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number 202-564-7189				
						FAX Number: 202-564-2070				
Project Officer Name Verla Sutton-Busby						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-6808				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Renata Tyus						Branch/Mail Code: C.Pad				
_____ (Signature)                      11/30/11 (Date)						Phone Number: 513-487-2094				
						FAX Number: 513-487-2109				

## **PERFORMANCE WORK STATEMENT**

**Contract Number: EP-C-08-10**

**Work Assignment Number 03-33**

Issuing Office:	U.S. Environmental Protection Agency, Office of the Science Advisor, (OSA)
Contractor:	Scientific Consulting Group, Inc.
Contract Number:	EP-C-08-010
Assignment Title	Human Studies Review Board (HSRB) Meeting/Conference Support
Period of Performance:	December 1, 2011 – November 30, 2012
Work Assignment COR	Lu-Ann Kleibacker, OSA Mail Code: 8105R: RRB41276 Tel.# 202-564-7189 Fax#: 202-564-2070 <a href="mailto:Kleibacker.lu-ann@epa.gov">Kleibacker.lu-ann@epa.gov</a>
Alternate Work Assignment COR	Robin Clarke Mail Code: 8105R: RRB Tel.# 202-564-6493 Fax# 202-564-2070 <a href="mailto:clarke.robin@epa.gov">clarke.robin@epa.gov</a>
Project Officer:	Verla Sutton busby Mail Code: 8102R: RRB Tel.# 202-564-6808 Fax# 202-565-2910

### **1. PURPOSE**

The purpose of this Work Assignment is to provide: (1) a full range of administrative and logistical support services for the conduct of Federal Advisory Committee meetings, conferences, and teleconferences related to the Charter of the Science Advisor's Human Studies Review Board (HSRB) and (2) administrative activities required for minutes and reports prepared by the HSRB.

The Contractor's activities will not require special expertise in the technical matters discussed by the Board, but the Contractor should possess the practical knowledge, experience, and skills commonly used in facilitating such highly complex meetings with high-level Agency officials and technical experts.

Meetings of the HSRB will be held in Washington DC or the immediate area, and preferably close to a Metro station so that a large number of Agency staff involved with each meeting can easily attend and participate. Three of the four meetings are expected to be held at the EPA Potomac Yard Conference Center in Arlington, VA or an alternate nearby location. One of the four meetings may be held outside of the metropolitan Washington, DC area.

It is anticipated that approximately 4 reports will be generated by the HSRB each year. In addition, minutes from each face-to-face and teleconference meetings will be generated requiring Contractor support.

## **2. BACKGROUND**

The function of the HSRB is to provide advice, information, and recommendations on issues related to scientific and ethical aspects of human subjects research. The major objectives are to provide advice and recommendations on: (a) research proposals and protocols; (b) reports of completed research with human subjects; and (c) how to strengthen EPA programs for protection of human subjects of research. For more information on the HSRB, go to <http://epa.gov/osa/>.

## **3. PERFORMANCE WORK STATEMENT**

This Performance Work Statement (PWS) describes EPA's requirements regarding services to be rendered by the Contractor for HSRB meetings and conference support. The Contractor shall, at the direction of the EPA WA COR, provide necessary administrative and resources for HSRB meetings. This support includes but is not limited to: pre-meeting communication and logistical support, contract and pay for a local hotel meeting space and work room for each meeting, provide and distribute copies of all materials needed to support the meeting, provide administrative support at the meeting, and prepare summary minutes of meetings/teleconferences.

The Contractor shall provide copying and express shipping of meeting materials and documents, presentation materials at the meeting, and public comments to HSRB members and to the EPA WA COR at: Environmental Protection Agency, Human Studies Review Board, Office of the Science Advisor, 1200 Pennsylvania Ave. NW, Washington DC, 20460.

## **4. TASKS**

Contractor support shall be needed for up to four (4) HSRB face-to-face meetings and post meeting support. The timeframe for these meeting are: January, April, June, and October 2012. In addition, Contractor support may be needed for up to four (4) public teleconference and post teleconference support. One of the 2011 HSRB meetings may be held at an alternate location outside the metropolitan Washington, DC area. The EPA

WA COR will provide the meeting and teleconference support dates via written technical direction.

**All activities referred to under each of the following tasks shall be provided for each meeting.**

**Task 1 - Prepare Work plan and Cost Estimate**

The Contractor shall communicate with the EPA WA COR to further define the scope of work for this work assignment. The Contractor shall also prepare a schedule for deliverables to ensure all materials are properly reviewed, approved, and disseminated.

**Task 2 - Coordinate Meeting Facility Arrangements**

For each of the meetings, with meeting dates provided by the EPA WA COR, the Contractor shall coordinate meeting arrangements with EPA's Potomac Yard facility staff, including the conference center manager, security, audiovisual (AV) support, and other personnel as needed. The EPA WA COR will notify the Contractor if the Potomac Yard Facility is not available within enough time to conduct a search for facilities with meeting rooms that will comfortably accommodate 100 to 150 participants for each meeting. The meeting rooms shall be arranged theater style with a head table for approximately 36 people. In addition to the main conference room, the Contractor shall arrange for a smaller work room, available at 2:00 p.m. the afternoon prior to the convening of the meeting. This work room should contain a working table, 20 chairs and a separate work area for a computer setup. The work room should also contain a copying machine, as needed. The Contractor shall also develop a check-in list consisting of the Board members, Board consultants, and contractor staff to be utilized at the EPA security desk. The Contractor shall submit the meeting setup specifications, floor plans and security list to the appropriate facility personnel and shall confirm receipt.

The EPA WA COR will provide the contractor the contact person(s) and the telephone numbers within the government facility (Potomac Yard facility) to arrange and finalize room setup, along with arranging for the proper audiovisual equipment and services of an audio visual services technician.

The EPA WA COR will provide the contractor items that will need to be rented for meetings being held for the Human Studies Review Board, and meetings that will be identified by the EPA WA COR. These items could include but not limited to, water pitchers, and structures for posters, banners and displays.

The Contractor shall arrange for rentals necessary for exhibits related to the HSRB or EPA's Program in Human Research Ethics (PHRE). Rentals may include, but are not limited to, structures for posters, banners and displays, lighting/electrical services, carpeting, tables and chairs. The EPA WA COR will provide the Contractor with details regarding the meeting dates, location, and necessary rental items.

### **Task 3 – Audiovisual Equipment and Recording the Meetings.**

The Contractor shall make all arrangements to have the sessions recorded and provide the EPA WA COR with 2 (two) complete sets of CD-ROMs within three business days after the meeting.

The Contractor shall coordinate the meeting room setup and audiovisual needs with the meeting facility/hotel. Audiovisual equipment to be provided in each meeting session may include the following:

- 1 CD recorders and CD-Rs
- 1 screen (12' x 12')
- 12 table microphones, or one microphone per 3 people
- 1 audio mixer
- Power cords, one per 3 people
- Services of an AV technician during the meeting
- LCD projector and laptop computer
- Overhead projector
- Speakerphone hook-up into sound system for teleconferencing
- High Speed Internet Connection
- Printer
- Copier

### **Task 4 - Hotel Sleeping Rooms**

The Contractor shall arrange a block of sleeping rooms for the HSRB Board Members' and staff, with arrival the night before the meeting starts and with a departure the last day of the meeting. The number of rooms will vary with each meeting; the number of rooms needed will be furnished by the EPA WA COR. Room rates will be obtained in accordance with Government Per Diem rates, if available. The Contractor shall provide a rooming list to the hotel, based on Board Members travel arrangements, and shall insure that Board Members confirm room reservations with a credit card guarantee. Board Members will pay for their rooms individually.

### **Task 5 - Member Meeting Materials**

Prior to the meeting and at a time specified by the EPA WA COR, the Contractor shall prepare name badges, desk signs, agenda copies, copies of Board member lists, sign-in sheets and other documents required for the meeting. In addition, prior to the meeting and at a time specified by the EPA WA COR, the Contractor shall prepare a package for distribution to HSRB members. The package should include the meeting agenda, HSRB member list, background material needed for meeting/teleconference including Board charge, logistical information, and other materials as specified by the EPA WA COR.

Upon receiving the final meeting agenda from the EPA WA COR, the Contractor

shall format the agenda and submit the final version to the EPA WA COR. The Contractor shall also format the HSRB member/consultant bio-sketches and member/consultant list and update them as needed.

The Contractor shall provide the necessary meeting supplies, including name badge holders, tent cards, and pads of paper, pens and CDs. Prior to each meeting, the Contractor shall produce directional signs, HSRB member, speaker and staff name badges, and HSRB member and speaker tent cards.

#### **Task 6 - Meeting Room Preparation and Onsite Logistical Support**

The Contractor shall assure that the meeting room is set up by 7:30 a.m. on the meeting date as directed by the EPA WA COR; a diagram shall be provided by the Contractor as to set-up. The Contractor shall assure that the audio-visual equipment is set up and operational at all times during the meeting and assuring that the technician tapes two copies of proceedings. A copying machine should be set-up in the work room by 2:00 pm the day before the meeting. The Contractor shall provide receptionist service during the course of the meeting to register attendees, provide agenda and member list, copy material, and provide typing assistance. The Contractor shall collect copies of all meeting presentation at the meeting and provide the EPA WA COR a list of all public presenters and affiliations at the end of the meeting. The Contractor shall make two copies of all presentations collected from the meeting. One copy shall be prepared for inclusion into the docket with the appropriate page numbering and docket transmittal memo signed by the Agency HSRB Designated Federal Official (DFO). The second copy shall be set aside for inclusion in the HSRB staff office meeting files.

Prior to the meeting and at a time specified by the EPA WA COR, the Contractor shall prepare name badges, desk signs, agenda copies, copies of Board member lists, sign-in sheets and other documents required for the meeting.

For a typical meeting, the Contractor shall send staff people to the hotel on the day prior to the meeting to set up the breakout room, badges and placards for EPA review. The Contractor shall have people on site from the first morning of the meeting until the end of the meeting. At the end of the meeting and/or workgroup writing session, the Contractor shall pack up meeting materials. Contractor staff should plan to stay overnight near the meeting facility due to the long hours of support required.

The Contractor shall deliver to the EPA WA COR any materials not distributed at the meeting or materials left behind by HSRB members within two working days after the meeting.

### **Task 7 - Provide Meeting Transcripts**

Contractor shall provide onsite reporting services and produce a verbatim transcript of meeting proceedings. The Contractor shall arrange to have transcripts of the meeting provided to EPA within 7 business days of last day of the meeting. The Contractor shall arrange to submit 1 electronic copy of the transcript.

### **Task 8 - Summary of Meetings/Teleconferences Minutes**

The Contractor shall provide a technical note taker with the required background to take notes capturing the salient points of discussions and recommendations. The note taker shall be responsible for taking notes on the presentations, public comment periods, highlights of discussions, and the questions and answers surrounding discussions. The note taker shall take notes in the general session room (or via telephone for the teleconferences). The notes shall not be a verbatim transcript and note taking shall involve a reasonable attempt to capture contributor names. After each meeting/teleconference, the note taker shall review the notes and prepare the meeting minutes. The Contractor shall prepare and submit to the EPA WA COR and Designated Federal Official (DFO) draft minutes of the proceedings within 7 business days of the end of the meeting. The Contractor shall incorporate comments and changes to the minutes as directed by the EPA WA COR and submit final minutes within 5 working days of receiving EPA comments. The draft and final minutes shall be provided in electronic format (Word is the preferred software).

### **Task 9 - Post-Meeting Task**

For the January, April, June, and October 2012 HSRB meetings, the contractor shall conduct the following post meeting tasks:

Prepare final list of attendees and submit this list to EPA in electronic format. The list shall include names, organizations, addresses, phone numbers, and email addresses as provided by the attendees.

Any material not distributed at the meeting shall be sent to the EPA WA COR. Any materials left behind by HSRB members shall be shipped to them via Federal Express within 2 business days after the meeting upon the EPA WA COR's request.

## **5. SCHEDULE OF DELIVERABLES**

<b>Product</b>	<b>Due Date</b>
<b>Task 1</b> Work Plan	15 calendar days after receipt of work assignment
<b>Task 2</b> Reserve meeting site Rental Order Arrangements	At least 6 months prior to meeting 2 weeks prior to each face to face meeting
<b>Task 3</b> Order AudioVisual Equipment	2 weeks prior to face to face meeting
<b>Task 3</b> Provide Audio Recording for each face to face meeting	3 business days after conclusion of each face to face meeting provide EPA WA COR with 2 complete sets of CD-ROMs
<b>Task 3</b> Provide High Speed Internet Connection for Board Members	As needed for each meeting or each day
<b>Task 3</b> Coordinate and provide teleconference capability for each meeting	As needed for each meeting or each day
<b>Task 4</b> Negotiate hotel contracts for 2011 meetings	2 months after Work Plan approval
<b>Task 5</b> Prepare and copy materials required for meeting (includes but not limited to agenda, Board member list, name badges, desk signs, sign-in sheets)	1-3 days prior to each meeting
<b>Task 6</b> Copy machine delivered to meeting space	1 day before meeting
<b>Task 6</b> Collect presentations at meetings; make 3 copies	By the close of the meeting
<b>Task 7</b> Provide onsite transcription services and submit meeting transcript in electronic format to the EPA WA COR and DFO	7 business days after meeting
<b>Task 8</b> Draft minutes of meeting to be provided to EPA WA COR and DFO	7 business days after conclusion of each face to face meeting
<b>Task 9</b> Submit final list of attendees for the meetings	5 business days after conclusion of each face to face meeting
<b>Task 9</b> Ship Materials left behind to EPA or Board Members	2 business days after conclusion of each face to face meeting

## **6. SPECIAL CONDITIONS**

Final products shall be produced by the Contractor upon EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written under these tasks to the EPA WA COR, as per work assignment, in electronic form. Electronic version shall be compatible with the EPA's computer systems and software, (i.e., Microsoft Word).



## **7. CONFIDENTIALITY**

Some of the work assigned under the set tasks may be to draft, edit and review program and sensitive organizational information that will not be ready for board or public distribution. The Contractor shall not discuss the contents of any document with anyone not specified as a participant in the documents review process or its preparation. The EPA WA COR shall supply the Contractor with a list of individuals involved with any documents under the set tasks.

## **CONTROLS**

Technical direction for this work assignment is provided by the work assignment statement of work, by the work plan developed to implement this work assignment by the Contractor (after it has been accepted and approved by the EPA WA COR). Periodic meetings between the EPA and Contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA Project Officer (PO) and EPA WA COR.

The Contractor shall meet with the EPA WA COR to present and discuss the work plan for this work assignment before it is approved by the EPA WA COR. With the exception of the EPA WA COR and PO, EPA personnel are not authorized to provide technical direction to the Contractor. The EPA WA COR may identify one or more EPA technical representatives for this work assignment, typically the DFO. Interaction between the Contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The set interactions do not result in direction to the Contractor.

## **8. TRAVEL:**

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer COR prior to the travel. The contractor is expected to travel and stay overnight near the meeting facility when meetings are held at locations outside of the Washington, DC metropolitan area, due to the long hours of support required. The first scheduled meeting out of town is for the Public Responsibility in Medicine and Research (PRIM&R) Advancing Ethical Research Conference to be held December 1-4, 2011 in National Harbor, MD, the contractor shall provide local onsite logistical support to assist with exhibit setup on December 1, and if needed to assist with exhibit tear-down on December 4. All other meeting dates will be provided via technical direction.

## **9. EPA GREEN MEETING REQUIREMENTS**

"When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings>